

**UNITED STATES DISTRICT AND BANKRUPTCY COURT  
FOR THE DISTRICT OF IDAHO**



**LAWYER REPRESENTATIVE ROLE/RESPONSIBILITIES**

- A. Purpose of Lawyer Representative Position** - The lawyer representative position assists the Federal Court to improve the administration of justice and work on the themes of the 9<sup>th</sup> Circuit Judicial Conference. The representatives must be willing to attend committee meetings and the annual Ninth Circuit Judicial Conference. Generally, the lawyer representative serves as a liaison between the federal bar and the U.S. Courts.

Typical duties of the lawyer representative position include: serving as the representative of the bar to advance opinions and suggestions for improvement, making recommendations on the use of the Court's non-appropriated fund, assisting the Court in the implementation of new programs or procedures, serving on court committees, and developing the curriculum, or serving as faculty, for training programs such as the annual District Conference. The representatives may survey federal bar members about issues or concerns and recommend rule or policy changes.

- B. Meetings** - The lawyer representative meetings are attended by the Board of Judges, the three lawyer representatives, the 9<sup>th</sup> Circuit Advisory Committee member, as well as the U.S. Attorney, Public Defender, Clerk of Court, Chief Probation Officer, Chief Deputy Clerks and Deputy Chief Probation Officer. There are three meetings per year. These typically occur in January, Summer (in conjunction with the 9<sup>th</sup> Circuit Judicial Conference), and October. Agendas for all meetings are circulated prior to the meeting dates and any lawyer representative can suggest an agenda item. In addition, a report is generally given by the lawyer representatives at the meetings.

Generally, it is the expectation that lawyer representatives will have no more than 1-2 excused absences from meetings during their three year term absent extraordinary circumstances. Attendance in person is preferable but lawyer representatives may attend by conference call or video conference.

- C. Rotation and Terms** - The Board of Judges adopted a Lawyer Representative Selection Plan, based upon current bar membership, which ensures state-wide representation. This plan calls for selection of lawyer representatives as follows: 2011 - 4th District; 2012-1st and 2nd District; 2013 - 4th District; 2014 - 6th and 7th District; 2015 - 3rd and 5th District; 2016 - repeat above. This is subject to review to ensure that we continue to receive a large number of quality applicants.

The term of the lawyer representatives is three years and any vacant positions must be filled within 90 days of the annual Judicial Conference.

- D. Reimbursement** - The lawyer representatives will be reimbursed for all expenses related to airfare or mileage to court meetings and attendance at the Ninth Circuit Judicial Conference. Also, costs will be covered for meals (no alcohol), and lodging. The current mileage rate is .55 cents per mile. Only costs associated with lawyer representative travel will be covered (i.e. costs related to your spouse are not covered). Please submit a letter with your actual costs and a copy of your receipts to Budget/Finance, 550 W. Fort St., Boise, Idaho 83724.
- E. About the Court** - The United States District and Bankruptcy Court for the District of Idaho is one of only four consolidated courts in the United States. The District and Bankruptcy Court jurisdiction covers the entire state of Idaho, with courthouse locations in Boise, Moscow, Coeur d'Alene and Pocatello. Idaho has two U. S. District Judges, two Ninth Circuit Court of Appeals Judges, two U.S. Bankruptcy Judges, two U.S. Magistrate Judges and two recall U.S. Magistrate Judges.
- F. More information** - To find out more information about the U.S. District and Bankruptcy Court in Idaho, contact: [www.id.uscourts.gov](http://www.id.uscourts.gov).